



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE**  
**MANUFACTURED HOME INSTALLATION BOARD**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

PUBLIC MEETING MINUTES:	<b>The Manufactured Home Installation Board</b>
MEETING DATE AND TIME:	<b>Monday, April 10, 2017 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	

**MEMBERS PRESENT**

Keith Rudy, President  
John Starke, Professional Member  
Adam Rones, Professional Member  
Barbara Williams, Public Member  
Floyd Ridgway, Professional Member  
Valarie Lacey, Public Member (arrived at 9:04 a.m.)

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Kevin Maloney, Deputy Attorney General (tele-conference)  
Bryan Stone, Administrative Specialist II

**MEMBER ABSENT**

Richard Snyder, Vice President

**ALSO PRESENT**

Jennifer Allen, Association Executive, First State Manufactured Housing Association

**CALL TO ORDER**

Mr. Rudy called the meeting to order at 9:00 a.m.

**REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the February 8, 2017 meeting. Mr. Starke made a motion to approve the minutes, seconded by Mr. Rones. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

Mr. Stark made a motion, seconded by Mr. Rones to amend the agenda and move public rules and regulations hearing on proposed rule changes to other business before the Board on agenda. By unanimous vote, the motion carried.

**Public Rules and Regulations Hearing on Proposed Rule Changes**

Mr. Maloney called the hearing to order at 9:25 a.m. The Board introduced themselves for the record. Mr. Maloney advised of the purpose of hearing is for the Board to consider adoption of the proposed amendments to the rules and regulations. Pursuant to the Administrative Procedures Act 29 Delaware Code Section 10115, notice of the proposed amendments to the rules and regulations were published March 1, 2017 in the Delaware Registrar of Regulations. Mr. Maloney marked Board Exhibit 1 as the News Journal affidavit of publication of notice of today's hearing and Board Exhibit 2 as the Delaware State News affidavit of publication of notice of today's hearing. There were no written comments submitted. The written public comment period will be held open for an additional 15 days pursuant to 29 Delaware Code Section 10118(a) and the Board will deliberate on any written public comments submitted for the July 10, 2017 meeting. The Hearing concluded at 9:11 a.m.

**NEW BUSINESS**

There was no new business for the Board.

**CORRESPONDENCE**

There was no correspondence for review or discussion.

**OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

There was no other business before the Board.

**PUBLIC COMMENT**

There was no public comment before the board.

**NEXT SCHEDULED MEETING**

The next meeting is scheduled for Monday, July 10, 2017 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Stark made a motion, seconded by Mr. Rones, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:15 a.m.

Respectfully submitted,



Bryan Stone  
Administrative Specialist II

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*

